

PERFORMANCE EVALUATION FORM				
PERFORMANCE EVALUATION SUMMARY RECORD				
Employee Name	Employee ID Number	PE Due Date		
Position Title	Position Number	Hire Date		
Public Defender - Manager				
Supervisor	Covering Period from                      to			
Type of Review	<input type="checkbox"/> Probationary	<input type="checkbox"/> Annual	<input type="checkbox"/> Other	
EVALUATION INFORMATION				
Weight	3 = Critical to the job	2 = Important to the job	1 = Useful to the job	NA = Not applicable
COMPETENCIES	TOTAL POINTS FOR EMPLOYEES MEETING EXPECTATIONS (2 x WEIGHT)	WEIGHT NA-3	EMPLOYEE RATING	OVERALL EMPLOYEE RATING
1. Commitment	6	3	0.00	0.00
2. Communication	6	3	0.00	0.00
3. Influence	6	3	0.00	0.00
4. Initiative and Accountability	6	3	0.00	0.00
5. Personal Effectiveness	6	3	0.00	0.00
6. Knowledge of the Organization and the Legal Profession	6	3	0.00	0.00
7. Legal Skills	6	3	0.00	0.00
8. Supervisory	6	3	0.00	0.00
9. Safety	6	3	0.00	0.00
	54			0.0
	<b>TOTAL POINTS</b>			<b>TOTAL POINTS</b>
			<b>Percentage</b>	<b>0.0%</b>
<p>The Total Possible Points are measured against the meets expectation standard of performance (rating of 2). An employee who receives above expectation ratings or exceed expectation ratings will receive an overall employee rating <b>greater</b> than the Total Possible Points For Employees Meeting Expectations. Employees receiving needs improvement or unacceptable ratings will receive an overall employee rating <b>less</b> than the Total Possible Points Total Possible Points For Employees Meeting Expectations.</p>				
<b>Post-Appraisal Authentication:</b>				
Employee: _____ <div style="text-align: center;">(Signature and Date)</div>				
<p>I acknowledge that I received this evaluation, reviewed it, and had an opportunity to discuss any questions with the supervisor/evaluator. I understand that my signature does not signify agreement or disagreement with the contents of the evaluation and that I may submit a written response within the time allowed by administrative policy or collective bargaining, whichever is applicable.</p>				
<input type="checkbox"/> Employee comments attached				
Rating supervisor: _____ <div style="text-align: center;">(Signature and Date)</div>				
Reviewing Manager: _____ <div style="text-align: center;">(Signature and Date)</div>				
<input type="checkbox"/> Reviewer comments attached				
<b>EMPLOYEE COMMENTS:</b>   				

RATING SCALE			
<p>4. Significantly Exceeds Expectation - Performance consistently exceeds the expectation on this competency. This level of performance is consistent throughout the appraisal period and the employee contributes to the achievement of the agency's and unit's mission, goals and objectives. The employee is a role model for others and encourages the behavior in others.</p> <p>3. Exceeds Expectation - Performance exceeds the expectation on this competency. The employee at this level actively steps out of normal day-to-day roles and seeks out opportunities to contribute to the success of the agency's and unit's mission, goals and objectives.</p> <p>2. Meets Expectation - Performance meets the expectations on this competency. Performance is consistent with what is expected of the employee in the position. The employee does what is asked and what is defined in the job profile.</p> <p>1. Needs Improvement - Performance did not meet expectations on this competency. Performance falls below of what is expected of the employee in the position. Performance is poor to marginal. The need is evident for the employee to improve performance in one or more aspects of the competency. Performance fails to contribute much at all to achievement of the agency's or unit's mission, goals and objectives. (Examples missed deadlines, failure to follow agencies policies and procedures).</p> <p>0. Unacceptable - Performance is totally unsatisfactory and significantly fails to meet the expectations of the position. Extensive improvement is needed. Performance fails to contribute to, hinders, obstructs or negatively impacts the achievement of the agency's or unit's mission, goals and objectives. (This person should already be on serious corrective or disciplinary action plan.)</p> <p>NA - Not rated. I have not observed the person in circumstances in which the competency can be rated.</p>			
BEHAVIORAL RATINGS			
1. Commitment			Rating
1. Exhibits long-term commitment to the organization			0
2. Demonstrates dedication to community service			0
3. Does not hesitate to do extra work when required and as appropriate			0
4. Demonstrates individual effort in support of organizational mission and goals			0
5. Expresses pride in the work of the organization			0
6. Keeps current professionally and continually strives to improve ability to apply new knowledge			0
7. Anticipates client needs and develops or provides services to meet those needs			0
8. Has an "accountability" attitude; remains sensitive to the public nature of state funding and exercises individual and professional "ownership" in using all resources in the most efficient manner			0
Number of observed behaviors:	8	TOTAL	0
PERFORMANCE LEVEL = total divided by # of observed behaviors			0.0
COMMENTS:			
2. Communication			Rating
1. Proactively informs and resolves problems/issues with client			0
2. Views situations from client perspective to better respond to their needs and concerns			0
3. Is sensitive and uses good judgment in receiving, communicating, and managing confidential information			0
4. Communicates at others' level of understanding or interest			0
5. Negotiates agreements that are acceptable to involved parties			0
6. Displays confidence and poise			0
7. Maintains eye contact, enunciates properly and projects voice while varying tone or inflection of speech to keep listeners' attention			0
8. Writes clearly, logically and effectively; eliminates unnecessary detail			0
9. Communicates routinely with the Regional Deputy Public Defender			0
Number of observed behaviors:	9	TOTAL	0
PERFORMANCE LEVEL = total divided by # of observed behaviors			0.0
COMMENTS:			

3. Influence			Rating
1. Communicates work-related knowledge to others			0
2. Coaches, develops and mentors others			0
3. Inspires confidence with management, associates, peers and subordinates			0
4. Sets an example for others by establishing challenging work goals			0
5. Works well under pressure; adapts to change			0
6. Creates an enthusiastic, positive work climate and energizes subordinates by example			0
7. Supports and facilitates cooperation between others both intra- and inter- departmentally			0
8. Actively promotes the mission of the agency and the vision of the Chief Public Defender and the Regional Deputy Public Defender			0
Number of observed behaviors:	8	TOTAL	0
PERFORMANCE LEVEL = total divided by # of observed behaviors			0.0
COMMENTS:			
4. Initiative and Accountability			Rating
1. Examines each issue from multiple angles and seeks practical, workable solutions; does not automatically choose the first solution			0
2. Handles day-to-day work challenges effectively			0
3. Handles interruptions effectively to stay on task			0
4. Identifies and knows where to acquire resources			0
5. Uses time wisely			0
6. Reliable and dependable in handling issues or situations before they escalate			0
7. Actively engages in professional self-development opportunities			0
8. Maintains strong working relationships within the organization			0
Number of observed behaviors:	8	TOTAL	0
PERFORMANCE LEVEL = total divided by # of observed behaviors			0.0
COMMENTS:			
5. Personal Effectiveness			Rating
1. Actively pursues learning and self development			0
2. Effectively balances professional and personal responsibilities			0
3. Maintains ethical standards in both internal and external business dealings			0
4. Gains the confidence of employees and clients by respecting the confidentiality and privacy of their concerns and needs			0
5. Is patient and even-tempered with others			0
6. Maintains business-like and positive approach, optimism and motivation			0
7. Is proactive and willing to take a leadership role without being asked			0
8. Aware of and sensitive to co-worker workload and offers assistance when necessary			0
Number of observed behaviors:	8	TOTAL	0
PERFORMANCE LEVEL = total divided by # of observed behaviors			0.0
COMMENTS:			
6. Thinking and Problem Solving			Rating
1. Understands, comprehends, and defines issues			0
2. Recognizes, appreciates and applies situational subtleties and nuances that are not immediately observable			0
3. Asks appropriate questions and knows when to seek clarification to get necessary information			0

4. Weighs the risks and benefits associated with multiple alternatives before taking action			0
5. Possesses accurate assessment skills; exhibits healthy skepticism; extracts truth from fiction			0
6. Appropriately balances needs and desires with available resources and constraints			0
7. Resourceful and quick-thinking			0
<b>Number of observed behaviors:</b>	7	<b>TOTAL</b>	0
<b>PERFORMANCE LEVEL = total divided by # of observed behaviors</b>			<b>0.0</b>
<b>COMMENTS:</b>			
<b>7. Knowledge of the Organization and the Legal Profession</b>			<b>Rating</b>
1. Knowledge of Criminal Procedures from Initial Appearance - Trial - Sentencing - Appeal			0
2. Knowledge of Rules of Evidence			0
3. Knowledge of OPD Policies and Procedures			0
4. Knowledge of court personnel - Prosecutors - Probation Officers			0
<b>Number of observed behaviors:</b>	4	<b>TOTAL</b>	0
<b>PERFORMANCE LEVEL = total divided by # of observed behaviors</b>			<b>0.0</b>
<b>COMMENTS:</b>			
<b>8. Legal Skills</b>			<b>Rating</b>
1. Communicates information according to the OPD and State policies, procedures and guidelines .			0
2. Establish good working relationships with clients.			0
3. Maintains contact with clients.			0
4. Willing to file motions and go to trial.			0
5. Abides by standards established by the OPD and the Commission.			0
<b>Number of observed behaviors:</b>	5	<b>TOTAL</b>	0
<b>PERFORMANCE LEVEL = total divided by # of observed behaviors</b>			<b>0.0</b>
<b>COMMENTS:</b>			
<b>10. Supervisory</b>			<b>Rating</b>
1. Demonstrates effective coaching and mentoring skills to help others build competence and develop better problem-solving approaches.			0
2. Ensures that work environment fosters cooperation and team spirit. Promotes interaction among employees.			0
3. Sets attainable goals that provide a challenge to the employee.			0
4. Plans, delegates, and monitors the activities of the staff to best meet the workload requirements of the unit.			0
5. Provides timely and appropriate performance evaluations and consistent job profiles for all subordinates.			0
6. Leads by example.			0
7. Actively monitors attorneys within the office to insure compliance with the Standards			0
8. Actively works with the Regional Deputy Public Defender to develop, maintain, and effectuate a management plan to deal with the supervision, mentoring, and communication issues with attorneys and staff within the office.			0
<b>Number of observed behaviors:</b>	8	<b>TOTAL</b>	0
<b>PERFORMANCE LEVEL = total divided by # of observed behaviors</b>			<b>0.0</b>

<b>COMMENTS:</b>	
<b>SAFETY RATING SCALE</b>	
3. Clearly Superior - Identifies and pursues solutions to safety issues. Initiates steps to provide a safe working 2. Fully Successful - Complies with the Department's Safety Program as outlined in its Workplace Safety Policy. Is current on required safety training. Understands the importance of safety as it applies to work tasks. Performs work in accordance with safety procedures. Practices safe work habits (e.g., ergonomic principles; uses safety equipment). Does not perform work if is unsafe to do so. 1. Somewhat Successful - Does not consistently follow safety procedures. Does not consistently practice safe work habits. Lapses in completion of required safety training. Does not consistently respond to safety issues in the workplace.	
<b>10. Safety</b>	
	<b>Rating</b>
1. Complies with the OPD Safety Program as outlined in its <i>Workplace Safety Policy</i> .	0
2. Observes all safety rules, and applies accident prevention principles while performing duties.	0
3. Reports all workplace accidents or injuries to the supervisor or designee.	0
Number of observed behaviors:      3	<b>TOTAL</b> 0
<b>PERFORMANCE LEVEL = total divided by # of observed behaviors</b>	
<b>0.0</b>	
<b>COMMENTS</b>	
<b>GENERAL</b>	
<b>CONTINUOUS IMPROVEMENT OBJECTIVES:</b> This would be completed to provide information as to what the employee will be expected to do to bring needs improvement ratings into compliance (i.e. include information as to what will be required to correct performance, training, etc.)	